

Inspector General Institute  
Minutes of the Board of Governors Meeting  
February 27, 2006

1. The IG Institute's Board of Governors met on February 27, 2006 (1:15 pm) at the Institute's classrooms, 1735 North Lynn Street, Rosslyn, VA.
2. Attendees were:
  - Robert Emmons, BOG Chairman, IG, Pension Benefit Guaranty Corp (HR Committee)
  - David Williams, IG, US Postal Service (Investigations Committee)
  - Kenneth Donohue, IG, Housing and Urban Development (Investigations Committee)
  - Jill Gross, AIG, Commerce (Inspection & Evaluation Committee)
  - Kenneth Konz, IG, Corporation for Public Broadcasting (Audit Committee)
  - Dennis Schindel, Deputy IG, Department of Treasury (Audit Committee)
  - James Finkelstein, Associate Dean of School of Public Policy, George Mason University
  - A. Lee Fritschler, Consultant to BOG and Professor at School of Public Policy, George Mason University
  - Kingsley Haynes, Dean of School of Public Policy, George Mason University.
  - Lisa Martin, General Counsel for US Postal Service OIG
  - Paul Posner, George Mason University professor and Director of the Master's in Public Administration program.
  - Tom Sharkey, Acting Executive Director, IG Institute
  - Stephen Lawrence, Board Secretary
3. Chairman of the Board of Governors, Mr. Emmons, announced that a quorum existed and opened the meeting.
4. Mr. Emmons stated on January 27, 2006 he briefed the Co-Chairs of the PCIE and ECIE on the progress of the IG Institute. He also provided an update to the entire PCIE on 14 February and will update the ECIE on 28 February.
5. Ms. Martin provided a briefing on the Intergovernmental Personnel Act or IPA. In summary, the IPA permits federal government workers to be voluntarily assigned to qualifying non-federal entities either on Detail or while on Leave With Out Pay (LWOP) status. A federal employee retains his or her present and future benefits, leave accruals and pay increases without penalty. Ms. Martin noted that an employee of a qualifying non-federal entity may be voluntarily assigned to a federal government agency in like fashion. A federal employee may be supervised by a non-federal worker who is employed under an IPA agreement; however, the IPA agreement must

## Inspector General Institute – Phone & E-mail Contact Listing

stipulate the supervisory duty. Ms. Martin stressed that a federal employee cannot be disadvantaged by working under an IPA agreement. Ms. Martin offered to assist the BOG in writing a model IPA agreement.

6. Drs. Haynes, Finkelstein and Fritschler, and Mr. Posner addressed the Board regarding strategic and organizational support that George Mason University's School of Public Policy offers. The School of Public Policy has an existing contract to provide such services to the IG Institute. Dr. Fritschler expressed his vision of transforming the IG Institute into a university-type program. Other issues addressed included possibility of renting GMU's Arlington campus for IG Institute classes, and outsourcing course registration to GMU. Decisions on these matters were made by the BOG in Executive Session (see item #8 below).
7. Mr. Sharkey briefed the BOG and requested BOG approval on several issues. Decisions on these issues were made by the BOG in Executive Session (see item #8 below).
  - Recommended the BOG approve simplified names for the three schools that comprise the IG Institute.
  - Requested the BOG issue a Task Order to GMU so that a Program Manager for the IG Institute's Investigative Services and Forensic Analysts School may be hired to replace the departing Director, Nick Digulio.
  - Recommended the BOG approve advertising the Institute's 8 positions using the Intergovernmental Personnel Act for the Executive Director (to be titled Associate Dean and Adjunct Professor) and the three schools' Directors (each to be titled Assistant Dean and Adjunct Professor), and Deputy Directors (each to be titled Deputy Assistant Dean). The 8<sup>th</sup> position is new and to be titled Assistant Dean and Adjunct Professor of Special Projects.
  - Requested the BOG to ask the larger IG community to find positions for departing employees of the IG Institute's Audit and Inspection School (formerly the Inspector General Auditor Training Institute). These employees do not have a parent OIG to which they may return upon departure from the IG Institute.
  - Recommended the BOG base the IG community's annual assessment to support the IG Institute on each IG's annual budget or appropriation.
  - Recommended the BOG approve a proposed Enrollment Policy for the tuition-free introductory courses that the IG Institute offers. The number of tuition-free introductory courses was established based upon historical data; for FY 2006 the number of tuition-free introductory auditor courses is insufficient to meet demand.
  - Recommended BOG review a study conducted under the Executive Director's direction for outsourcing student registration to GMU.
  - Recommended BOG appoint a study team to evaluate relocating the IG Institute to GMU's Arlington campus.

## Inspector General Institute – Phone & E-mail Contact Listing

- Mr. Sharkey concluded his briefing by summarizing the status of items the BOG placed on his “To Do” List during its January 23, 2006 meeting.
8. Mr. Sharkey, Mr. Posner, and Drs. Haynes, Finkelstein and Fritschler departed; and Mr. Emmons called the BOG into Executive Session. It was agreed:
- Minutes of the BOG January 23, 2006 meeting were accepted and approved.
  - The IG Institute will adopt the proposed simplified names recommended by the Acting Executive Director for the 3 schools that comprise the IG Institute.
    - Management, Mission Support and Legal School is now named as the School of Management.
    - Audit and Inspection School is now named as the School of Audit and Inspections.
    - Investigative Services and Forensic Analysts School is now named as the School of Investigations.
  - BOG agreed to issue a Task Order for Program Manager at the School of Investigations.
  - The BOG agreed to several matters involving the filling vacancies at the Institute:
    - Agreed that all of the positions would be open to federal and non-federal candidates. Jill Gross agreed to take the lead on advertising the positions and putting together selection panels.
    - Approved establishing IPA agreements with federal employees and George Mason University for employment assignments at the IG Institute.
    - Approved contracting with non-federal candidates under the existing contract with GMU.
    - Approved the Acting Executive Director to work with Ms. Gross to issue a data call to the IG community for names and resumes to fill the 8 positions available - Associate Dean and Adjunct Professor who will function as an executive director, Assistant Deans and Adjunct Professors who will head the three schools that comprise the IG Institute, Deputy Assistant Deans for each of the three schools, and an Assistant Dean and Adjunct Professor for Special Projects.
  - Dennis Schindel said he would make sure the engagement letter for the Agreed-Upon-Procedures includes an analysis of alternatives for consolidating accounting records for the 3 schools of the IG Institute.
  - The BOG will ask the IG community for employment placement for departing employees from the School of Audit and Inspections. Currently, Treasury OIG is conducting internal discussions regarding accepting some of the departing employees, and Mr. Williams offered to take the lead in determining if suitable positions within USPS OIG exist for some of the departing employees. The BOG will wait for conclusions at Treasury OIG

## Inspector General Institute – Phone & E-mail Contact Listing

and USPS OIG before asking the IG community for employment placement.

- Approved basing the IG community's annual assessment to support the IG Institute on each IG's annual budget or appropriation.
- The BOG approved an Enrollment Policy as follows:
  - **FY 2006** – Seats in the remaining tuition-free introductory courses will be allocated to the IG community based upon the percentage of the annual assessment paid by each OIG. If an OIG seeks additional seating beyond their allocation, then they will be charged a standard tuition rate to cover the cost of conducting additional introductory courses.
  - **FY 2007 and beyond** – Before a fiscal year's annual assessment is established, the Associate Dean (formerly the Executive Director) will determine if six tuition-free introductory courses is sufficient to meet demand. If more courses are necessary, then the upcoming fiscal year's annual assessment will be adjusted to cover costs of any additional tuition-free introductory courses.
- Mr. Konz will assemble a study team to review the Acting Executive Director's analysis that supports outsourcing student registration to George Mason University.
- The BOG deferred making a decision on using GMU's Arlington campus for IG Institute classes. IG Institute reimburses USPS OIG for its current class and office space. Mr. Williams will review the lease agreement and will also examine USPS OIG's need for additional office space. Mr. Williams will report to the BOG when the process is completed. As a preliminary step, Mr. Donohue agreed to provide staff to evaluate the space needs of the IG Institute and to evaluate the GMU Arlington campus facilities and location.

9. Mr. Emmons adjourned the meeting at 4:45 pm. The next scheduled BOG meeting is March 27, 2006, 1 pm to 4 pm, at the IG Institute.